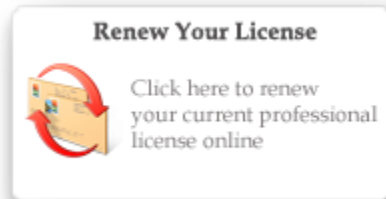


Professional Licensing Boards Division

Instructions for Renewing Your Current License Online

To begin the renewal process of your current professional license please look for the button below on the PLB homepage.



Once you have clicked the button above on the PLB homepage you will be taken to the renewal log in screen. Please log in and follow the instructions below. If you have questions at any time please call the call center at 478-207-2440.

Thank you for using the Professional Licensing Board's online services site to complete your renewal. To begin this process you must log in to our system using your unique user ID and password. If you have never created a user ID and password for our site please register by clicking on the link. If you are registering a person, please choose the first link and enter your last name and social security number. If you are registering a business or facility, please choose the second link and enter your business name and license number.

Once your record is located you will have the opportunity to create a unique user ID and password. Your user ID and password must be a minimum of six characters long. Please complete all available fields and then click "register."

You must now login using your newly created user ID and password. Please click on the link that appears on the confirmation page.

Once you have entered your user ID and password and have successfully logged into our online services site, you will have a variety of choices on the menu located on the left side of your screen. To renew, please choose "Renew License."

Select the license that you would like to renew and click "continue."

Please read the instructions and choose "Click here to begin."

Please verify that your physical address is correct. Please note that some license types require you to submit a new application before changing your address. A complete list of these license types is located

at the top of this page. Please remember to include your email address. Once you have verified or corrected your physical address, please click "Next Step."

Please verify that your mailing address is correct. Please note that some license types require you to submit a new application before changing your address. A complete list of these license types is located at the top of this page. Please remember to include your email address. Once you have verified or corrected your mailing address please click "next step."

Now you must answer the following questions in order to complete your renewal. Please choose "yes" or "no" for all questions listed and then click "next step." By clicking "next step," you are swearing or affirming that you understand and have answered all questions to the best of your knowledge.

Now you have the opportunity to review all the information you submitted. Please recheck your physical and mailing address and review the answers to the renewal questions. If you wish to change any of your answers, please click on the "back" button in your browser until you reach the screen with the information that you wish to correct. Once you are satisfied that all the information is correct please click on "Pay Fees and Submit."

Please enter the name that appears on your credit or debit card exactly as it appears on the card. Please choose the type of credit card and enter the card number and expiration date. When entering the card number please do not include any spaces or dashes. Finally, please enter your credit card's verification number and click "submit."

Your receipt should appear on the next screen. Please remember to print a copy of your receipt as well as to download any additional information forms that you were directed to submit via FAX or mail.

Thank you again for using the Professional Licensing Board's online services.